



# SMRP Certifying Organization

## Registration for Certification Examination for Maintenance and Reliability Professionals (CMRP)

### 1. Applicant Data

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

City State/Province ZIP/Postal Code Country

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Personal E-mail (for use as back-up should you leave your current job) \_\_\_\_\_

Current Employer: \_\_\_\_\_ Fax: \_\_\_\_\_

### 2. Applicant Demographic Information

2.1 How many years have you been working in the maintenance and reliability field?

0-2  2-5  5-10  10-20  More than 20

2.2 Which one of the following most closely represents your primary industry? (Please circle one selection)

- |                                  |                      |                                  |
|----------------------------------|----------------------|----------------------------------|
| Academic Institution             | Airline/Travel       | Apparel and Textile Products     |
| Automotive                       | Chemicals/Refining   | Commercial Facilities            |
| Communications                   | Consulting           | Electrical/Electronics Equipment |
| Food Products                    | Furniture/fixtures   | Government                       |
| Hospitals/Healthcare             | Instruments/controls | Lumber & Wood Products           |
| Maintenance Contracting Services | Metals (primary)     | Metal Products (fabricated)      |
| Mining and Minerals              | Pharmaceuticals      | Printing/Publishing              |
| Pulp & Paper                     | Rubber/plastics      | Utilities                        |

Other (specify): \_\_\_\_\_

2.3 How many years have you worked in the industry selected above?

0-2  2-5  5-10  10-20  More than 20

2.4 What is your job classification? (circle closest match)

Executive	Manager	Supervisor/Team Leader
Engineer	Craftsman/technician	Staff
Maintenance Planner	Reliability Specialist	Professor or Educator
Consultant	Other (please specify): _____	

2.5 What is your educational background? (circle closest match)

High School	Technical School	Some College/University
College/University Degree	Graduate School	

2.6 Please circle your classification of SMRP Membership.

Executive	Individual	Not a Member
-----------	------------	--------------

2.7 If an SMRP member, please circle the membership category you now hold or for which you most qualify.

Practitioner	Supplier	Academic
--------------	----------	----------

### 3. Code of Ethics

#### All persons who sit for any SMRPCO examination shall:

- Agree to maintain the confidentiality of the examination content and to never disclose examination content to others. Prohibited conduct includes disclosure of exam content, removal of exam materials from the examination room, copying by photography, use of audio recording equipment, or any other means that could be used to transfer the content to others.
- Attest to their identity as the registered examinee, and not represent anyone other than themselves in the taking of the exam.
- Attest that the work and selections made on the subject examination are theirs and theirs alone.

#### Those examinees that pass a SMRPCO examination (hereafter known as Certificants):

- Pledge to represent their profession ethically and honorably. Conduct by a Certificant that is detrimental to the SMRPCO Certification program may result in revocation of said Certification. Examples of detrimental conduct include but not be limited to dishonesty, misrepresentation of professional qualifications, and certain illegal acts leading to felony conviction. Certificants have the right to appeal revocations of Certification through due process that as is described in the SMRPCO Policies and Procedures Document.
- Represent their qualifications honestly, including their educational achievements and professional affiliations, and provide only those services which they are qualified to perform.
- Consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued education training.
- Conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all persons.
- Shall refuse to unjustly discriminate against clients.
- Safeguard the confidentiality of all client information, unless disclosure is required by law, court order, or is absolutely necessary for the protection of the public.
- Refrain, under all circumstances, from initiating or engaging in acts of moral turpitude.
- Avoid any interest, activity or influence which might be in conflict with the Certificant's obligation to act in the best interests of the client or the profession.

*This is a controlled document. Printed copies are not controlled; for reference purposes the original is maintained in electronic format at the SMRPCO office.*

- Refuse any gifts or benefits that are purely for personal gain and not for the good of the client and which are intended to influence a referral or decision.
- Follow all policies, procedures, guidelines and requirements promulgated by the Society for Maintenance and Reliability Professionals Certifying Organization.

#### 4. Fees

The Examination Fee for Certification in Maintenance and Reliability Management is \$300.00 (US) for SMRP members, \$250 (US) for employees of Sustaining Sponsor organizations, and \$425 for non SMRP members. Pay the \$425 and become an SMRP member for one year.

**\*\*\* All Fees MUST be paid prior to sitting for the exam \*\*\***

#### 5. Recertification

- Certificants must meet recertification requirements during the current three (3) year certification cycle to retain certified status for each subsequent three (3) year cycle. This requires ongoing personal and professional development in the area of M & R Profession. The process is also designed to facilitate and recognize contributions to the profession. Recertification candidates must strictly comply with all requirements contained in the recertification
- Provide a written summary of reliability and maintenance training over the three-year period to SMRPCO that equals 50 hours of continuing skill development in the field. Examples would include continuing education courses in reliability or maintenance, participation in reliability and maintenance conferences, and participation in reliability and maintenance workshops. SMRPCO will audit 1 percent of all recertification applications to assure compliance with requirements.
- Or, re-take and pass the certification exam in lieu of providing a summary of reliability and maintenance training. In the future, SMRPCO intends to offer advanced certifications that would also meet the requirements for recertification.
- A recertification fee of \$275 for non SMRP members and includes a one year membership, \$150 for SMRP members or \$100 for employees of Sustaining Sponsor organizations is due on the third anniversary of certification.

#### 6. Recognition and Privacy Policy

SMRPCO would like to assist with recognition for examinees that become certified by successfully completing the exam. Successful applicants' names and company affiliations will be posted on the SMRP web site and receive recognition in the SMRP newsletter, and other publications, as authorized by SMRPCO. Only applicants who successfully complete the exam will be recognized.

If you prefer **not** to be recognized upon successful completion of the examination, please initial below. Applications with no initials will automatically be recognized.

***No, should I pass the exam, I do not wish to be recognized (initial here): \_\_\_\_\_***

Exam Results will be sent by mail to the mailing address on this application. No person other than the examinee may receive examination results regardless of the entity which paid for the examination.

#### 7. Method of Payment

Please check payment amount:

\$300 SMRP member     \$250 employee of Sustaining Sponsor Organization     \$425 non SMRP member

**If you are a non SMRP member and do not wish to become a member by paying the \$425 fee, initial here  (*applicants who do not initial, will be enrolled in a one year membership*)**

Please check one method of payment for the exam registration fee:

\_\_\_ Enclose Check/Money Order (U.S. Funds Only, **payable to SMRP**, drawn on a bank with a branch in the United States)

\_\_\_ VISA \_\_\_ MasterCard \_\_\_ AMEX \_\_\_ Discover

\_\_\_ Purchase Order, PO Number \_\_\_\_\_

To ensure proper charges to your credit card please print name of card holder and card number legibly:

Name of CardHolder: \_\_\_\_\_  
(as it appears on the card)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
I authorize charges to my credit card as indicated

Email address where receipt should be sent: \_\_\_\_\_

### 8. Cancellation Policy

A refund less a \$50 administration fee will be issued for cancellations. If a cancellation is received at least 5 business days before the scheduled exam date, a full refund will be given. In lieu of receiving a cancellation refund, applicants may elect to apply the registration fee to a future certification examination.

### 9. Special Requirements

If you have a disability that requires accommodation to sit for the exam, please check below so that the SMRPCO office may contact you regarding your needs and make appropriate arrangements for your examination:

\_\_\_ I have a disability that may require assistance to permit me to take the examination.

SMRPCO requires a minimum of 7 days notice on requesting special accommodations for a disability. Failure to request a disability accommodation 7 days prior to your exam date will forfeit the opportunity for an accommodation.

### 10. Policies for Applicants with English as a Second Language

Candidates, whose primary language is not English, may use a strict translation dictionary developed for common use during a certification examination. Candidates must bring their own dictionary to the testing center. Any dictionary that has definitions, any written notes, or additional text will not be allowed. Electronic dictionaries are not allowed. Dictionaries will be inspected by the exam proctor and those violating this policy will be seized. Candidates who refuse to allow the proctor to inspect the dictionaries will not be admitted to the testing area with the dictionary and will be allowed to test without the dictionary at that time or to reschedule.

### 11. Selection of Examination Date and Location

Please write in the exam location and date that you are registering for below:

Venue: \_\_\_\_\_

Exam Date: \_\_\_\_\_ Exam Time: \_\_\_\_\_

Spanish Language Exam: (check here if you wish to take exam in Spanish) \_\_\_\_\_

Confirmation information, along with directions to the examination site, will be sent to you following receipt of your completed application and paid examination registration fee.

### 11) SMRPCO Appeals Policy

*This is a controlled document. Printed copies are not controlled; for reference purposes the original is maintained in electronic format at the SMRPCO office.*

Appeals, complaints and disputes regarding candidate eligibility, continued certification, disruptive examination conditions and disciplinary decisions may be appealed to the SMRPCO Appeal Panel. The grounds for appeal to the panel are only those stated in the previous sentence. An appeal to the panel must be made in writing, signed by the appellant, addressed to the Appeals Panel, SMRPCO and received within 30 days of the date SMRP denying eligibility to take the examination, or denial of continued certification or notice of disciplinary action or the date the disruptive examination conditions. The written appeal must identify the precise factual basis, applicable rules or examination conditions that are the basis for the appeal.

## 12) Examinee Signature Agreement

By my signature on this page I agree to abide by the SMRPCO Code of Ethics in section 3.0 of this application. Further, I understand and agree that SMRPCO has the right to suspend or revoke any SMRPCO Certification I may receive for violation of the SMRPCO Code of Ethics. I hereby attest that all facts on this application are true and correct.

I understand that certifications, which may result from this application, do not constitute any form of license. Further, I agree to abide by the decisions of SMRPCO relative to the granting and maintenance of Certification granted as a result of the examination pursuant to this application.

I further agree that if I do not pass this examination, I may not re-take the examination until at least six months have passed since the date of examination.

The undersigned, having made this application for examination, does hereby release the Society for Maintenance and Reliability Professionals and SMRPCO from any and all liabilities, claims, demands, or causes of action whatsoever, including attorney's fees, which now exist or may hereafter arise on account of the undersigned's participation in the SMRPCO certification process. The undersigned applicant further acknowledges that this release is being given as a prerequisite for having filed application for certification consideration by SMRPCO.

---

Type or Print Name of Applicant

---

Signature of Applicant

---

Date

Completed Registration Forms, along with payment, should be mailed or faxed to:

Society for Maintenance and Reliability Professionals  
8400 Westpark Drive, 2<sup>nd</sup> Floor  
McLean, VA 22102  
Ph: 703-610-0281  
Fax: 703-610-0249